

University of Colorado Health Sciences Center

Graduate School

REQUEST FOR TRANSFER OF CREDIT

INSTRUCTIONS

Complete this form and obtain signatures as indicated below. Return the form with official transcript to the Graduate School. Conditions listed below must be fulfilled before request can be acted upon by the Dean of the Graduate School.

- 1. Official transcript showing courses recommended for transfer must accompany this request. To be official, a transcript must show the seal of the institution. Students transferring credits from within the CU system need not attach a transcript.
2. A statement confirming that the courses were not used toward a bachelor's degree is necessary if the courses recommended for transfer were taken at the University of Colorado while the student was an undergraduate.
3. Courses used toward one master's degree cannot be used toward another master's degree; appropriate courses used toward a master's degree may be used toward a doctoral degree.
4. Grades in the courses recommended for transfer must be no lower than B.
5. Institutions from which courses are recommended for transfer must be accredited.
6. Credits must be listed on this form in semester or quarter hours, as appropriate for the student's discipline. Nursing students should list credits in semester hours; Basic Science students list credits in quarter hours. To convert quarter hours to semester hours, multiply the number of quarter hours by .667. To convert semester hours to quarter hours multiply the number of semester hours by 1.5.
7. Student must have satisfactorily completed at least one semester/quarter in Graduate School at the University of Colorado as a Regular Degree student before transfer of credit is recommended.
8. The Rules of the Graduate School stipulate a maximum number of hours which may be transferred, depending upon the degree toward which the student is working. The maximum number of transfer credits for M.S./M.S.P.H. students is 12 semester or 18 quarter hours. Ph.D. students are limited to 30 semester or 45 quarter hours.
9. If student is requesting transfer to use toward a degree, courses must be validated if they were taken more than 5 years prior to the date of graduation. Validation is by examination.
10. Courses recommended for transfer must be equal in level to courses applicable toward the degree at this institution toward which student is working.

Dean of the Graduate School
University of Colorado Health Sciences Center

Date _____

Student No. _____

Student's name and address

a candidate for the degree _____ has requested that graduate work from the institutions listed below be transferred to his/her record at the University of Colorado. It is recommended that the following courses be transferred:

Table with 6 columns: Institution, Title of Course, Number, Course Grade, Sem/Qtr Hours, Term/Year Taken

Recommended by (Student's advisor)
Recommended by (Program director)

Request for above transfer of credit approved:
Graduate School, Health Sciences Center